

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

M E M O R A N D U M

TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: September 6, 2005

SUBJECT: Operational Memorandum # 19H-05
CACFP Application Renewals FY 2005-2006

The Child and Adult Care Food Program (CACFP) renewal materials for day care home programs are enclosed. The deadline for the submission of these materials is September 30, 2005. The information required for continued participation for fiscal year 2005-2006 includes the following:

Signature Change Form - ED-099 Agreement for Child Nutrition Programs

The ED-099 is the formal agreement to participate in Child Nutrition Programs. It includes the nondiscrimination statement for non-pricing programs. The ED-099 Agreement for Child Nutrition Programs collected with the 2004-2005 application renewal has been designated the permanent agreement for all currently participating CACFP program sponsor.

The Agreement designates representatives authorized to enter into an agreement with the Connecticut State Department of Education and to sign the claim for reimbursement. The Agreement is permanent and amended as changes occur. It is expected that one or both of the authorized signers will change periodically. The Authorized Signatures Change Form must be executed whenever one of the two authorized signers changes.

CACFP ED-099 Schedule A - Application

The CACFP ED-099 Schedule A Application must be submitted to describe the current operation of the CACFP. Submit one signed copy of the CACFP ED-099 Schedule A Application with sections related to the day care home operations completed.

CACFP Administrative Budget Worksheet

Complete and submit the CACFP Administrative Budget Worksheet to develop the budget item #13 on the ED-099 Schedule A. It must be submitted with the Application as backup documentation.

CACFP Annual Management Plan Update Report

A CACFP Management Plan was submitted by your agency for fiscal year 2004-2005. Please review, update or verify the information that was submitted by your agency and complete the enclosed Annual Management Plan Update Report. Any necessary revisions or verification that program elements have not changed should be noted and the report must be signed by the head of the governing body for the organization (Signature #1 on the ED-099). Submit one signed copy of the Annual Application and Management Plan Update Report.

Press Release

A state wide public statement of the CACFP nondiscrimination policy has been sent to newspaper(s) and/or radio station(s) throughout the state on behalf of all CACFP Day Care Home Sponsoring Organizations. It is no longer necessary for each sponsor to submit individual press releases. A copy of the statewide release is enclosed for your information.

Appeal Procedures

A copy of the appeal procedures document, *Procedures for Appealing Actions Subject to Administrative Review for the Child and Adult Care Food Program Institutions, Responsible Principals and Responsible Individuals*, is enclosed.

MBS/mbs
K/opmemos.Om #H19-05
Enclosures